



Check out our **SDSL Resource Guide** for everything you need to know about certification and accreditation:

How to acquire **continuing education hours** to be used toward voluntary staff certification and library accreditation for board members

Here is a list of ideas and resources for attaining CE hours. Library directors and staff should be earning CE hours toward certification. Trustees are required to earn CE hours to qualify for library accreditation. Please share this with your library trustees and staff.

#### **Certification:**

- DUE by the end of business on the first Friday in September.
- Directors and staff wishing to renew their certification status must earn a minimum of 30 contact hours of CE during the three-year period since last awarded certificate.

#### **Accreditation:**

- DUE by the end of business day on the first Friday in December. Apply online using your library's annual report credentials: <https://sd.countingopinions.com/>
- Library boards must earn 15, 30, or 45 CE hours, depending on the accreditation level your library is seeking. See standards manual for details: [http://libguides.library.sd.gov/services/cert\\_accred](http://libguides.library.sd.gov/services/cert_accred)

**Remember!**

**Always provide documentation for courses, webinars, and workshops you attend.** Some organizations provide certificates of completion. If you attend a national library conference or other in-person event, provide a copy of the program and highlight the sessions you attended.

If you wish to seek credit for activities that are not sponsored by recognized library organizations, you must fill out the [contact hour approval form](#) and submit it to the State Library.

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#### **There are several opportunities to earn hours through in-person trainings:**

- Attend the annual South Dakota Library Association conference (fall of every year)
- State Library Jump Start workshop (winter/spring of every year)
- State Library Performance Showcase event (fall of every year)

**We will give credit for public safety training that you hold for the library board.** Invite your community professionals to board meetings to share how to react to any of the different situations your library could encounter:

- Red Cross Training
- CPR Training
- Active Shooter
- Fire Safety
- Disaster Planning

**Here are some online opportunities for earning continuing education hours:**

**Library Journal professional development resources**

LJ offers many resources including online courses, in-person, virtual events and webcasts: <https://www.libraryjournal.com/> (find Events & PD links at bottom of their webpage). Some are LIVE or archived.



**WebJunction courses & webinars**

If you can't attend a [live session](#), all WebJunction webinars are recorded and available for free in the course catalog: <https://learn.webjunction.org/>. Each person should create a User ID and Password.



**ALA's United for Libraries Trustee Training & Short Takes for Trustees courses & videos**

The Trustee Academy is a series of online courses to help trustees become exceptionally proficient in their roles on behalf of their libraries.

Short Takes for Trustees is a series of 10-minute videos about library governance that can be shown during trustee meetings. [United for Libraries](#)



**National Network of Libraries of Medicine classes**

NNLM offers classes on health and wellness topics for specifically for public libraries: <https://www.nlm.gov/>  
Go to the Training on the top bar on front page



**Questions? Contact...**

Kathleen Slocum, Continuing Education Coordinator  
South Dakota State Library  
605.773.8438 / 800.423.6665 (In SD only)  
[kathleen.slocum@state.sd.us](mailto:kathleen.slocum@state.sd.us)